

## **Trainee Registration (for beginning real estate appraisers)**

For an individual beginning in real estate appraisal, you must first register as a trainee. To register, an individual must be a **high school graduate** or have obtained a GED. Also, the following **appraisal education** is required:

- 1) Thirty (30) hour Appraisal Principles course
- 2) Fifteen (15) hour Uniform Standards of Appraisal Principles (USPAP) course

These courses must be approved by the Commission. Only those course providers who are approved may offer the courses. Please review the approved course listing to ensure that you take an approved course.

An applicant must also **associate with a certified real estate appraiser** under whose supervision he/she may work for a period of a minimum of two (2) years. A listing, by county, of real estate appraisers may be found under County Listing of Licensees and scrolling down to the online reports.

The trainee registration application must be completed and submitted with the \$125 fee. After review, a registration certificate will be mailed to the trainee.

## **License or Certificate**

A registered trainee must obtain the required education and experience to apply for licensure or certification. All of the requirements must be fully accomplished prior to submitting a license/certificate application. The four (4) page application must be completed, accompanied by education certificates, experience log, and \$125 fee. The application should be submitted no later than thirty (30) days prior to the next meeting in order to ensure placement on the agenda. Once the completed application is received, properties will be chosen from the experience log, and the trainee submits three (3) copies of each of the requested appraisals. An interview will be scheduled with the Commission to discuss those reports. When an applicant is approved, he/she will receive materials from the Commission in order to schedule the examination. Once the exam has been successfully completed, the score sheet and \$400 are submitted. The Commission then issues a license or certificate.

An applicant from a reciprocal state may complete the reciprocal application, completing the entire application which includes a Consent to Jurisdiction form. The experience log is not required; however, the education must be listed (certificates of completion not required). The fee for the application is \$125, and the licensure/certification fee is \$400, making a total of \$525. After receipt of the application and after the fees have been processed, the application takes a maximum of five (5) days to process. A license/certificate will be mailed to the business address.

Applications received from a non-reciprocal state are processed just as a trainee applying for an in-state license or certificate.

## **Temporary Practice**

An individual who is performing an appraisal on one assignment in Tennessee may apply for a temporary practice permit. The fee is \$150 per assignment. After receipt of the application and the fee is processed, the application is processed within one (1) to two (2) days, and a certificate is mailed to the business address. There is a maximum of six (6) permits issued each calendar year.